Best Practices for Providing a Successful Virtual Training

I.   Tips for setting up a Good background and Setting for your Training Session
- Make sure that the main light source in the room is in front of you. We recommend you do not have a window or bright light source behind you.
- Create a visually pleasing background using lighting or proper virtual background screen behind the host and panelists can set a positive tone for attendees right from the start.
- YouTube has some great tips too!

II. Tips on Technology
- Keep system usage to a minimum. Don't overwork your device by having several windows or applications open at the same time. Concentrate only on those you need for the meeting or presentation.
- Be aware of where your device camera is and be sure to look there when delivering your comments, in order to facilitate better engagement with the viewers. If you are presenting formal remarks, be sure to rehearse in front of a camera so that you can see how your delivery will look.

III. Tips for Presenting in a Virtual Platform

- Consider your facial expressions, body language as well as the volume and tone of your voice. Unlike being in a large hotel ballroom, the camera is now focused on you alone and will amplify your delivery.
- The energy level of the presenters and trainers should be elevated to maintain the attention of the trainees. Sounds easy enough, but not so much. Attention to voice tone, posture, and the language we use is helpful to gain response and input from the participants. Many presenters and trainers deliver content standing up as they would in an in-person setting.
- Ensuring your hair is neat, your clothing is professional and appropriate, and you're situated comfortably in your broadcasting environment is a great way to de-stress before show time. To avoid distractions in the background, ask panelists to set up in a quiet room and use headphones if necessary, to hear and be heard best.

VI.   Tips for the Evening Before Your Presentation:
- Power off your computer. Like humans, machines need rest.
- Make sure your Device / Operating System / Driver Updates are all done in advance of the training time the next day.

VII.   Tips for the Day of Your Session:
- Make sure you have selected a private area where there will be no interruptions. If you are at home, it is recommended you check that others in your household are not having an online meeting or streaming video at the same time.
- Double check that you have a strong internet connection.
- It is highly recommended if you have access to use a wired connection such as an ethernet cable,
- If possible, limit other internet connections on your network during the time of your presentation (video games and streaming devices will weaken bandwidth)

VIII.   Just prior to your Session & During your Session:
- Log into the platform at least 15-20 minutes prior to the start of the session
- Silence your phone, use "airplane" mode, or power off your device during the meeting
- Double check where your device's camera is and be sure to look there when delivering your comments
- If you are speaking, be sure to have water nearby – thirst happens to the best of us.

DON'T FORGET TO HAVE FUN!